

SECTION IV

FLEET MANAGER RESPONSIBILITIES

State agencies shall establish necessary procedures to comply with the State's Fuel Management Policies and Procedures promulgated by the Department of Budget and Management and the Department of General Services.

A. Duties of Fleet Managers

1. Initiate and implement internal fuel management policies for State Drivers within their agency.
 - a. Prepare written procedures and policies regarding fuel management.
 - b. Distribute the written procedures and policies to all State Drivers within the agency.
 - c. Require personnel to sign a statement of responsibility acknowledging receipt of the written policies and procedures that shall be kept on file for reference and audit purposes.
 - d. Instruct State drivers that they are personally responsible for the use and care of State owned fuel management equipment. Explaining the consequences if equipment is damaged because of negligence. DGS recommends that agencies are to be reimbursed by State drivers for damages to equipment due to negligence.
2. Review and monitor monthly Billing and Driver Reports and Vehicle Reports to detect possible abuse of the Statewide Fuel Management and Dispensing System by State drivers. (See Section V – System Reports and Performance Monitoring.)
3. Submit appropriate forms for ordering all driver, vehicle, and master cards needed by the agency.
4. Report missing and stolen cards to Commercial Fuel Systems in a timely manner.
5. Collect and return all fuel management cards that are no longer required by the agency to Commercial Fuel Systems. This

includes driver, vehicle, and master cards for employees who leave State service; transfer to another State agency; require changes; damaged cards; or when a vehicle is sold, traded, or junked.

6. Maintain **OR** monitor required logs regarding the use, control and accountability of master driver and master vehicle cards.
7. Monitor fuel purchases made by State drivers outside the Fuel Management System.
 - a. Implement remedial action to reduce outside purchases.
 - b. Report out of system purchases by State drivers to Commercial Fuels Systems or enter them manually into DBM's WebFleetMaster System.
8. Comply with all requests from the Department of General Services, ISSSD regarding Fuel Management.